

## SCRIBE AGREEMENT

Name: \_\_\_\_\_ Parent Initials: \_\_\_\_\_

Patrol: \_\_\_\_\_ Parent Date: \_\_\_\_\_

Rank: \_\_\_\_\_ Contract Start Date: \_\_\_\_\_

\_\_\_\_\_ Contract End Date: \_\_\_\_\_

Signature \_\_\_\_\_ Months of Credit Received: \_\_\_\_\_

\_\_\_\_\_

Date

**Job description:** The Scribe keeps Troop records. Among other things, he keeps minutes of all meetings of the Patrol Leaders' Council (PLC) and ensures that they are timely distributed, maintains PLC attendance records, keeps a record of Scout attendance at Troop meetings and events as determined by the SPL.

**Reports to:** Senior Patrol Leader or Assistant Senior Patrol Leader. He also works with the Historian, Webmaster, and Scoutmaster (SM).

**Requirements:** All requirements outlined below must be completed to receive full leadership credit, otherwise only partial credit will be given. The SPL or the Scoutmaster must initial completion of the requirements.

APPROVED	DUTIES / RESPONSIBILITIES
	Briefed on duties and responsibilities
	Complete leadership training (ILST)
	Attend 90% of PLCs and keep minutes and attendance records of the PLC.
	Provide copies of the PLC minutes and attendance records to the SPL and SM within 72 hours of the PLC.
	Within 5 days of the PLC, convert PLC minutes into a 1-page newsletter of upcoming events and provide a copy to (i) the SPL; (ii) the SM for email distribution to the Troop; and (iii) the Webmaster for posting.
	Attend at least three Troop activities while serving as Scribe and keep attendance records of these events. The attendance records should be provided to (i) the Troop Historian for including in the Annual Report to the Chartering Organization; and (ii) to the SPL, acting SPL on the event, SM, or ASM leading the event for inclusion in the after action report. <ul style="list-style-type: none"> <li>○ For those events that the Scribe does not attend, the Scribe is responsible for designating another Scout to collect the attendance information in his absence.</li> </ul>
	Attend at least half of the Troop meetings and keep attendance records of those meetings.

	Provide copies of Troop rosters to Scouts responsible for planning Troop events upon request.
	Ensure a smooth transition to the next Scribe by mentoring someone in the job during the time you are serving as Scribe or attending a training meeting with the next Scribe as arranged by the SPL.
	Set a good example.
	Wear the Scout uniform correctly.
	Live by the Scout Oath and Law.
	Show Scout spirit.

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Leadership Coordinator Signature